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21 November 1952

MEMORANDUM

TO: All Originators of Outgoing Cables

FROM: Cable Secretary

SUBJECT: Illegible Confirmation Copies of Outgoing Cables

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1. The Cable Secretary has recently received complaints which cannot be ignored concerning the illegibility of confirmation copies of cables.

2. In order to improve the quality of confirmation copies a very good grade of "snap-out" cable form has been obtained and distributed to the users. In addition the ditto machines used in the Message Center have been checked and are in good operating condition. Since certain originators consistently submit cables which reproduce excellently, it appears that the fault must lie with the originator and not with the ditto masters or the method of reproduction.

3. Attached are samples to indicate acceptable and unacceptable standards to be followed by the Message Center in the future. It is suggested that those offices having difficulty in preparing masters which will reproduce acceptably take such of the following steps as appear necessary:

- (a) Use typewriters which are known to produce good ditto masters or,
- (b) Obtain steel or hard rubber platens for the typewriters to be used in the preparation of ditto masters or,
- (c) Where all other efforts fail, attempt to obtain electric or mill typewriters.

4. Effective 25 November 1952, after the cable has been transmitted, the Cable Secretary will return for retyping any ditto masters which will not produce legibly. Distribution of confirmation copies will be delayed until a satisfactory ditto master has been submitted.

5. It is requested that the originator retype the cable assuring that an acceptable ditto master is produced, destroy the newly produced blue copy, and submit the retyped ditto master together with the original ditto master to the Message Center, Room 2202 L Building.

Attachments

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